

[? Help](#)**Job details**

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Shawn Williams, Bureau Secretary
550 South Vermont Avenue, 2nd Floor
Los Angeles, CA 90020
Phone: (213) 738-4856
Fax: (213) 480-0671

Email: shwilliams@dmh.lacounty.gov**Requirements** Permanent County employees who currently hold the payroll title of Administrative Services Manager II are encouraged to apply.**Desirable Qualifications** Demonstrated and expert knowledge of eProcurement in eCAPS.

Demonstrated knowledge of the Internal Services Departments
Purchasing Policies and Procedures and of the County Fiscal Manual.

Demonstrated experience managing a workforce of 16 staff that supports
a Departmental workforce of approximately 4,300 employees.

Demonstrated experience analyzing documents from internal and external
sources for completeness and accuracy.

Demonstrated experience as a liaison to internal and external customers
such as; public officials, client centered community based organizations,
and vendors.

Strong oral and written presentation skills. Must be articulate, concise, and
accurate in all forms of communication.

Ability to prioritize and multitask in a fast paced environment. Strong follow
through and organizational skills.

Duties

Develops mechanisms to track cost, project estimates, and ensure
financial effectiveness and safeguards for more than \$7 million in
purchase orders.

Imparts expert knowledge and use of the County's eProcurement function
within the eCAPS centralized system.

Directs the Departments purchasing activities with ISD and vendors
utilizing and adhering to the County Fiscal Manual guidelines, ISD
guidelines, and County Policy.

Participates on committees to develop curriculums that enhance the
Departments knowledge of procurement practices and institutes annual
trainings.

Manages and directs staff that maintains a specialized onsite stockroom with forms that are used by Department providers.

Manages the work flow and procuring processes for the Department.

Approves and ensures the request for supplies and equipment. Has oversight for the development of requisitions, delivery of goods, invoice verification, and maintenance of databases and spreadsheets.

Researches and develops, in conjunction with the Chief Information Office Bureau (CIOB), an automated/electronic procurement system that will enhance purchasing services.

Conducts studies and implements recommendations that will facilitate the procurement and delivery of supplies, services, and equipment at minimum cost to the Department.

Ensures that appropriate records, encumbrances, and payment practices are developed and followed.

Vacancy Information

The Department of Mental Health (DMH)/Administrative Support Bureau (ASB) is actively recruiting a qualified individual to fill the vacant position of Administrative Services Manager II (ASM II) to report to the Chief of the Administrative Support Bureau and oversee the Materials Management Division. The ASM II is responsible for directing personnel responsible for purchasing, warehousing, and fixed asset and portable equipment inventory for the Department.

This position is located at: DMH Administrative Support Bureau, 550 South Vermont Avenue, 2nd Floor, Los Angeles CA 90020.

Work hours are Monday through Friday, 7:30 am to 5:00 pm.

Available Shift

Day

Contact Name

Shawn Williams, Bureau Secretary

Contact Phone

(213)738-4856

Contact Email

shwilliams@dmh.lacounty.gov

Job Field

Administration

Job Type

Professional

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The Department of Mental Health, Administrative Services Bureau is actively recruiting for an Administrative Services Manager I (ASM I) to report to the manager of Facilities Management Division and oversee the coordination of the Department's Capital Facilities Planning.

Permanent County employees who hold the Los Angeles County payroll title of Administrative Services Manager I are invited to fax or email their resume, last two (2) Performance Evaluations and last two (2) years of master time records.

Please submit the requested materials to Department of Mental Health, Administrative Services Bureau, 550 S. Vermont Ave., 2nd floor, Los Angeles, CA 90020, Attention Shawn Williams or via email at shwilliams@dmh.lacounty.gov or fax to 213-480-0671.

Desirable Qualifications

Demonstrated knowledge of the County's Capital Projects Program.

Demonstrated experience analyzing documents from internal and external sources for completeness and accuracy.

Demonstrated experience as a liaison to internal and external customers such as public officials, other County departments, client centered community-based organizations and vendors.

Strong oral and written presentation skills. Must be articulate, concise, and accurate in all forms of communication.

Ability to prioritize and multitask in a fast-paced environment.

Strong follow-through and organizational skills.

Duties

Directs the forecasting, planning, design of a very large and highly complex building construction and alteration projects for DMH owned and leased facilities. This includes assisting departmental management and the facilities project manager in analyzing project plans, investigating and providing recommendations on lease-to-purchase options, project specifications, survey reports, maps, blueprints, and other data to assist in the planning and coordination of space projects; works with IT staff in the design of facility IT infrastructure; determines occupancy needs and ensuring that needs fall within state and federal regulations, manages project timelines, and project budget.

Manages the preparation of budget estimates and submits project estimates and bids for bid awards, controls, tracks and monitors \$39 million in net County cost, project revenue, grant funds, project budget adjustments, and project expenditure funds for capital projects by

providing justifiable audit trails for state reviews of Mental Health Services Act funds or other project funding sources. Authorizes expenditures/payments to architects, contractors and technical change orders within authority granted by the Board of Supervisors and contract limits.

Monitors and evaluates the work of governmental and private agency construction staff to ensure that work completed falls within the scope of the contract and design specifications, and meets with governmental and private agency officials to resolve problems and coordinate the completion of repairs or modification requests by program managers.

Prepares Board letters and other written communication on capital projects and their progress, as well as, special reports dealing with unique circumstances or problems, technical feasibility, administrative correctness, and makes necessary recommendations for their solutions to the Board of Supervisors, Director of DMH, Administrative Deputy, Chief of the Administrative Support Bureau, Manager of the Facilities Management Division and other governmental agencies.

Assists the Department's Executive Management Team and senior managers with developing and implementing long term facilities acquisition programs, including master planning and capital project budget proposals submitted that must be approved by the Board of Supervisors.

Vacancy Information

Department of Mental Health
Administrative Services Bureau
600 S. Commonwealth Ave., 15th floor
Los Angeles, CA 90020

Available Shift

Day

Contact Name

Shawn Williams

Contact Phone

213-738-4856

Contact Email

shwilliams@dmh.lacounty.gov

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7:30a.m. - 5:00p.m.**Requirements**

The Department of Mental Health, Administrative Services Bureau is seeking an Administrative Assistant II to manage, develop, create, and implement new space models from the beginning of the planning process to completion of a new mental health clinic, program office, or administrative office to ensure the development of cohesive working environments.

Permanent County employees who hold the Los Angeles County payroll title of Administrative Assistant II are invited to fax or email their resume, last two (2) Performance Evaluations and last two (2) years of master time records.

Please submit the requested materials to Administrative Services Bureau, 550 S. Vermont Ave., 2nd floor, Los Angeles, CA 90020, Attention Shawn Williams or via email at shwilliams@dmh.lacounty.gov or fax to 213-480-0671.

Desirable Qualifications

Demonstrated knowledge of the Chief Executive Office Space Request Evaluation and Asset Management procedures; Americans with Disabilities Act Title II, Internal Services Department's facility related processes; and County Fiscal Manual policy related to space development and lease management.

Demonstrated experience as a liaison to internal and external customers such as local programs and operations, public officials, client centered community-based organizations and vendors.

Strong oral and written presentation skills. Must be articulate, concise and accurate in all forms of communication.

Ability to prioritize and multitask in a fast-paced environment.

Strong follow-through and organizational skills.

Provides project management expertise in the ongoing efforts associated with the implementation of new and renovated sites from implementation to completion.

Duties

Assists in managing, coordinating, and monitoring of space usage, standards, assessment, development, and coordination of solutions for special needs such as ensuring floor weight capacity, etc.

Enforces and maintains County and Department space standards and models via the research of policies/regulations, survey of departmental needs, and drafting of updated models or processes.

**Vacancy
Information**

Participates on cross-divisional committees to develop Departmental space policy and procedures, standards, protocols, tools and models.

Department of Mental Health
Administrative Services Bureau
600 S. Commonwealth Ave., 15th Floor
Los Angeles, CA 90020

Available Shift

Day

Contact Name

Shawn Williams

Contact Phone

213-738-4856

Contact Email

shwilliams@dmh.lacounty.gov

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7:30a.m. - 5:00p.m.**Requirements**

The Department of Mental Health, Administrative Services Bureau is seeking a General Maintenance Worker (GMW) to report to the manager of the Facilities Maintenance and Logistics Section within the Facilities Management Division.

Permanent County employees who hold the Los Angeles County payroll title of General Maintenance Worker are invited to fax or email their resume, last two (2) Performance Evaluations and last two (2) years of master time records.

Please submit the requested materials to Administrative Services Bureau, 550 S. Vermont Ave., 2nd floor, Los Angeles, CA 90020, Attention Shawn Williams or via email at shwilliams@dmh.lacounty.gov or fax to 213-480-0671.

Desirable Qualifications

Demonstrated and expert knowledge of the County's Internal Services Department's Facilities policies and procedures.

Demonstrated knowledge of property management requirements.

Demonstrated experience analyzing documents from internal and external sources for completeness and accuracy.

Demonstrated experience as a liaison to internal and external customers such as: public officials, client centered community based organizations and vendors.

Ability to prioritize and multitask in a fast-paced environment.

Strong follow through and organizational skills.

Performs a wide variety of repair and maintenance work of DMH facilities including, but not limited to: carpentry, electrical, masonry, painting, plumbing, mechanical, and other miscellaneous building maintenance for the maintenance of more than 70 Mental Health Clinics and more than 100 smaller co-located operational sites.

Duties

Conducts preventative maintenance inspections of existing Departmental Administrative and Program Offices and Mental Health Clinics.

Operates and maintains power equipment in the scope of day-to-day activities to install, repair, or maintain facilities.

Prepares work orders for supervisors review and submission to ISD for repairs or maintenance outside the scope of work for GMW.

Assists supervision with the coordination of assigned sites with operating units within the Bureau to ensure a continuum of services and a completion of work measures.

Performs other duties as assigned.

**Vacancy
Information**

The vacancy is located at:

Department of Mental Health
Administrative Services Bureau
550 S. Vermont Ave., 2nd floor
Los Angeles, CA 90020

Available Shift

Day

Contact Name

Shawn Williams

Contact Phone

213-738-4856

Contact Email

shwilliams@dmh.lacounty.gov

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The Department of Mental Health, Administrative Services Bureau (ASB) is actively recruiting a qualified individual to fill the vacant position of Warehouse Worker II (Manager of the Materials Management Division.

Permanent County employees who hold the Los Angeles County payroll title of Warehouse Worker II are invited to fax or email their resume, last two (2) Performance Evaluations and last two (2) years of master time records.

Please submit the requested materials to Administrative Services Bureau, 550 S. Vermont Ave., 2nd floor, Los Angeles, CA 90020, Attention Shawn Williams or via email at shwilliams@dmh.lacounty.gov or fax to 213-480-0671.

Desirable Qualifications Demonstrated knowledge of the County's warehousing and storekeeping principles.

Demonstrated experience analyzing documents from internal and external sources for completeness and accuracy.

Demonstrated experience in eCAPS as it relates to procurement and fixed assets.

Demonstrated experience as a liaison to internal and external customers such as other County Departments, client centered community based organizations and vendors.

Ability to prioritize and multitask in a fast paced environment.

Strong follow through and organizational skills.

Duties Directs the day-to-day activities of the warehouse section utilizing knowledge of County warehousing and storekeeping principles, guidelines, and policy and procedures.

Analyzes current warehousing and storekeeping practices, makes recommendations, and implements approved changes to Departmental practices and systems. Assists in the development of warehouse and storekeeping policies and procedures, tasks, standards, and protocols.

Provides training to warehouse staff and departmental storekeeping liaisons on appropriate warehousing and distribution policy and guidelines.

Maintains a database of forms on hand and forms ordered by providers distributed and shipped by warehouse staff, and replenishment of forms

from vendors.

Manages shipping and receiving of orders and supervises checking and issuance of a large volume of varied supplies.

Analyzes onsite forms inventory and records and makes recommendations of optimum stock levels. Recommends to the Division Manager, Materials Management items to be added or removed from the stockroom inventory.

Develops, in conjunction with ASBs Coordinator, Automation Development and the Chief Information Office Bureau (CIOB), reports to track supply usage using various software programs.

Manages requisitions for replenishment of supplies and ascertains reasons and recommends solutions for delays of product shipping and receiving.

Manages fixed asset, equipment, and supplies inventory as it relates to scope of warehouse operations.

Performs other duties as assigned.

Vacancy Information

Department of Mental Health
Administrative Services Bureau
550 S. Vermont Ave., 2nd floor
Los Angeles, CA 90020

Available Shift

Any

Contact Name

Shawn Williams

Contact Phone

213-738-4856

Contact Email

shwilliams@dmh.lacounty.gov

Job Type

Service/Maintenance

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Shawn Williams, Bureau Secretary

550 South Vermont Avenue, 2nd Floor

Los Angeles, CA 90020

Phone: (213) 738-4856

Fax: (213) 480-0671

Email: shwilliams@dmh.lacounty.gov**Requirements** **Permanent County employees who currently hold the payroll title of Warehouse Worker Aid are encouraged to apply.****Desirable Qualifications** Demonstrated knowledge of the County's inventory process and safeguarding of materials/supplies.

Demonstrated experience analyzing documents from internal and external sources for completeness and accuracy.

Demonstrated experience as a liaison to internal and external customers such as: other County departments, client centered community based organizations, and vendors.

Ability to prioritize and multitask in a fast paced environment.

Strong follow through and organizational skills.

Assist in the coordination of receiving, checking, storing, and issuance of supplies.

Documents discrepancies and reports them to the Section Managers of Warehouse Operations and Procurement.

At the direction of higher level personnel, moves, lifts, transports, loads, unloads, stacks, and unstacks heavy supplies such as: equipment, furniture, and related objects.

Verifies supplies received against the original Special Request (SF) submitted by the requestor and packing slip to ensure that product ordered was received.

Distributes and/or delivers supplies to personnel or places product in the appropriate location in the central warehouse.

Interfaces with Departmental employees to carry out assigned duties including the support of small and large deliveries of supplies within a facility and/or new locations.

Fills DMH and provider request forms which includes packing, addressing,

weighing, and working with shipping companies (FedEx, UPS, etc.) for delivery.

Uses inventory spreadsheets and databases to track, monitor, and replenish forms to ensure levels do not go below established standards for inventory.

Participate in inventories to ensure compliance with County policy.

Performs clerical duties to track, monitor, and report on unit activities for Section, Bureau, and Departmental requests.

May drive a truck for the purpose of picking up or delivering supplies, or supporting logistical moves and/or salvage pick-up as necessary.

Other duties as assigned.

Vacancy Information

The Department of Mental Health(DMH) Administrative Support Bureau (ASB) is actively recruiting a qualified individual to fill the vacant position of Warehouse Worker Aid (WWA) to report to the Manager of the Warehouse Operations Section.

This position is located at: DMH Administrative Support Bureau, 550 South Vermont Avenue, 2nd Floor, Los Angeles CA 90020.

Work hours are Monday through Friday, 7:30 am to 5:00 pm.

Available Shift

Day

Contact Name

Shawn Williams

Contact Phone

(213) 738-4856

Contact Email

shwilliams@dmh.lacounty.gov

Job Field

Warehouse and Inventory Control

Job Type

All Others

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Shawn Williams, Bureau Secretary

550 South Vermont Avenue, 2nd Floor

Los Angeles, CA 90020

Phone: (213) 738-4856

Fax: (213) 480-0671

Email: shwilliams@dmh.lacounty.gov**Requirements** **Permanent County employees who currently hold the payroll title of Intermediate Clerk are encouraged to apply.****Desirable Qualifications** Demonstrated experience analyzing documents from internal and external sources for completeness and accuracy.

Demonstrated experience in Microsoft Excel and Word.

Demonstrated experience as a liaison to internal and external customers such as; other County departments and vendors.

Must be articulate, concise, and accurate in all forms of communication.

Ability to prioritize and multitask in a fast paced environment.

Strong follow through and organizational skills.

Strong organizational skills.

Performs specialized clerical and support duties to ensure compliance with section/unit directives.

Develops templates to be used to streamline section/unit operations.

Develops clerical methods for organizational systems (alpha, numeric, etc.).

Acts as section/unit receptacle for information and compiles information from numerous sources into one (or more) source documents.

Establishes section/unit protocols for clerical functions.

Maintains established section/unit records, logs, and/or statistical data.

Researches, compiles, and/or tabulates data for section/unit reports.

Maintains and monitors work unit records, files, and logs.

Checks documents for completeness and accuracy.

Assembles and organizes files according to section/unit procedures.

Follows up on pending items.

Responds to routine requests for information.

Other duties as assigned.

Vacancy Information

The Department of Mental Health(DMH) Administrative Support Bureau (ASB) is actively recruiting a qualified individual to fill the vacant position of Intermediate Clerk (IC) to report to the Chief of the Administrative Support Bureau. The IC will support the Financial Planning & Centralized Accounts Section of the Bureau.

This position is located at: DMH Administrative Support Bureau, 550 South Vermont Avenue, 2nd Floor, Los Angeles CA 90020.

Work hours are Monday through Friday, 7:30 am to 5:00 pm.

Available Shift

Day

Contact Name

Shawn Williams

Contact Phone

(213)738-4856

Contact Email

shwilliams@dmh.lacounty.gov

Job Field

Clerical

Job Type

All Others

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